

### Organization Registration Checklist

The following checklist provides registration guidance for a company, institution, state, local or tribal government, or other type of organization. The registration process is a **one-time** process, which is **required** before representatives of an organization can submit grant application packages electronically through Grants.gov. The registration process can take **one to three** days depending on your organization.

**Note:** If you are a grant applicant, who is submitting a grant application on your own behalf and not on behalf of a company, institution, state, local or tribal government, or other type of organization, refer to the <http://www.grants.gov/assets/IndividualRegCheck.pdf>. If you apply as an individual to a grant application package designated for organizations, your application will be rejected.

Grants.gov Registration Checklist	What is the purpose of this step?	How long should it take?	Completed?
<b>1. Has my organization identified its DUNS Number?</b> <ul style="list-style-type: none"> <li>Ask the grant administrator, chief financial officer, or authorizing official of your organization to identify your DUNS number.</li> <li>If your organization does not know its DUNS Number, call Dun &amp; Bradstreet at 1-866-705-5711 and follow the automated prompts to find this information.</li> </ul>	<ul style="list-style-type: none"> <li>The Federal government has adopted the use of DUNS numbers to track of how federal grant money is allocated.</li> <li>DUNS Numbers identify your organization.</li> </ul>	<ul style="list-style-type: none"> <li>Same Day.</li> <li>You will receive DUNS Number information at the conclusion of the phone call.</li> </ul>	<input type="checkbox"/>
<b>2. Has my organization registered with the Central Contractor Registry (CCR)?</b> <ul style="list-style-type: none"> <li>Ask the grant administrator, chief financial officer, or authorizing official of your organization if your organization has registered with the CCR.</li> <li>If your organization is not registered, you can apply by phone (1-888-227-2423) or register online at <a href="http://www.ccr.gov">http://www.ccr.gov</a>. CCR has developed a worksheet/checklist (7-page PDF) to help you with the process, which can be accessed at <a href="http://www.ccr.gov/CCRRegTemplate.p">http://www.ccr.gov/CCRRegTemplate.p</a></li> </ul>	<ul style="list-style-type: none"> <li>Designating an E-Business Point of Contact safeguards organizations from individuals who may attempt to submit grant application packages without permission.</li> <li>Registering with the CCR is required for organizations to</li> </ul>	<ul style="list-style-type: none"> <li>1-3 days to gather the internal organization information and prepare the application.</li> <li>1 business day from the point of submitting the CCR Registration.</li> </ul>	<input type="checkbox"/>

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<p><a href="#">df.</a></p> <ul style="list-style-type: none"> <li>When your organization registers with CCR, you will be required to designate an <b>E-Business Point of Contact (E-Business POC)</b>. This person will be given a special password called an "M-PIN." This password gives him or her the sole authority to designate which staff members from your organization are allowed to submit applications electronically through Grants.gov.</li> <li>Staff members from your organization designated to submit applications are called <b>Authorized Organization Representatives (AORs)</b>.</li> <li>If your E-Business POC has forgotten the M-PIN password, call 1-888-227-2423.</li> </ul>	<p>use Grants.gov.</p>	<ul style="list-style-type: none"> <li>The reason for the 1-3 day delay is due to security information that needs to be mailed to the organization.</li> </ul>	
<p><b>3. Have the AORs who officially submit applications on behalf of your organization registered with the Credential Provider to obtain a username and password?</b></p> <ul style="list-style-type: none"> <li>AORs must register with the Credential Provider to obtain their usernames and passwords at <a href="https://apply.grants.gov/OrcRegister">https://apply.grants.gov/OrcRegister</a>. They will need to know your organization's DUNS number to complete the process.</li> <li>After your organization registers with the CCR, AORs must wait <b>one business day</b> before they can obtain their usernames and passwords.</li> </ul>	<ul style="list-style-type: none"> <li>Receive a username and password to submit applications through Grants.gov.</li> <li>AOR usernames and passwords serve as "electronic signatures" when your organization submits applications on Grants.gov.</li> </ul>	<ul style="list-style-type: none"> <li>Same Day.</li> <li>AORs will receive a username and password when they submit the information.</li> </ul>	<input type="checkbox"/>
<p><b>4. Have the AORs who will officially submit applications on behalf of the organization registered with Grants.gov for an account?</b></p> <ul style="list-style-type: none"> <li>AORs must register with Grants.gov for an account at <a href="https://apply.grants.gov/GrantsgovRegister">https://apply.grants.gov/GrantsgovRegister</a>. They will need to enter the username and password they received when they registered with the</li> </ul>	<ul style="list-style-type: none"> <li>This creates an account on Grants.gov that allows AORs to submit applications on behalf of the organization and track the status of submitted</li> </ul>	<ul style="list-style-type: none"> <li>Same Day.</li> <li>AORs will be registered when they submit the information.</li> </ul>	<input type="checkbox"/>

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Credential Provider (obtained in Step 3).	applications.		
<p><b>5. Has the E-Business Point of Contact (POC) approved AORs to submit applications on behalf of the organization?</b></p> <ul style="list-style-type: none"> <li>When an AOR registers with Grants.gov, your organization's E-Business POC will receive an e-mail notification.</li> <li>Your E-Business POC must then log into Grants.gov (using the organization's DUNS number for the username and the "M-PIN" password obtained in Step 2) and approve the AOR, thereby giving he or she permission to submit applications.</li> <li>When an E-Business POC approves an AOR, Grants.gov will send the AOR a confirmation e-mail.</li> <li>AORs can also log in to the Applicant home page at <a href="http://www.grants.gov/ForApplicants">http://www.grants.gov/ForApplicants</a> using their username and password (obtained in Step 3) to check if they have been approved.</li> </ul>	<ul style="list-style-type: none"> <li>Only the E-Business POC can approve AORs.</li> <li>This allows your organization to authorize specific staff members to submit grants.</li> </ul>	<ul style="list-style-type: none"> <li>Depends on how long it takes the E-Business POC to log in and approve the AOR.</li> <li>AORs can also log into Grants.gov to check if they have been approved.</li> </ul>	<input type="checkbox"/>